

How to Conduct a HACCP Risk Assessment for an Implicated Food or Food Process.

1. Review **food employee health history**
2. Confirm general steps used in preparing suspect food. (Use **flow diagrams** to direct investigation)
3. Identify most likely **Critical Control Points** (steps in the procedure where food operator must ensure that critical limits are being met to eliminate or significantly reduce the risk of potential hazards.)
4. Identify List Of **Ingredients/ Food Source/ Weight/Volume of Food Prepared**
5. Describe **Preparation Steps** in greater detail. Use flow diagrams or table to highlight each step. (Explain how food was handled and hazards were controlled at each step from receiving to service or sale) Include:
 - a. *WHO (Identify name of food employee handling suspect food at each step. Include any significant finding relative to health and hygiene).*
 - b. *WHAT (Identify what is being done with the food at each step including the type of equipment being used)*
 - c. *WHEN (Identify date and time at each step)*
 - d. *WHERE (Identify location where food is being handled)*
6. Verify **Monitoring Procedures** used to control hazards (*Identify HOW potential hazards are or are not being reduced or eliminated at each step, especially at critical control points.*) Use observations and interviews. Obtain recipes, formulations, operation procedures and monitoring records, if possible.
7. Identify **Significant Hazards**, which may have occurred at each step.

Include:

 - a. *Contamination from raw ingredients, food employee/customer, unclean equipment/utensils, environment.*
 - b. *Survival of pathogens in foods that are ready-to-eat or are offered raw or partially cooked.*
 - c. *Proliferation (growth) of pathogens and production of toxins in PHFs.*
8. Identify **Corrective Actions and Preventive Measures** taken as a result of the investigation to ensure that hazards resulting from unsafe food and/or inadequate food handling practices have been eliminated or significantly reduced.

Include:

 - a. *Orders for Correction (risk factors and major interventions)*
 - b. *Changes in Food Handling Policies and Procedures at each step*
 - c. *Embargos/Voluntary Disposals*
 - d. *Emergency Suspension or Closure*
 - e. *Employee Testing /Restriction/Exclusion*
 - f. *Food Employee/PIC Training*
 - g. *Orders for Correction (good retail practices)*
 - h. *Recalls/Press Releases and News Alerts*
 - i. *Equipment/Physical Facility Modifications*
9. Identify **Date Corrective Actions Verified** by regulatory authority.
10. **Summarize Contributing Factors** identified for the food or process.

Appendix 8-H